



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: ASSISTANT HOSPITAL FINANCE ADMINISTRATOR (Provisional* Appointment)

SALARY: \$58,330 - \$75,222 annually

LOCATION: Monroe Community Hospital

JOB SUMMARY:

This is an administrative position responsible for assisting the Hospital Finance Administrator manage the financial operations for Monroe Community Hospital. The employee acts for and in place of the Administrator during absences. The Assistant Hospital Finance Administrator is responsible for the efficient operations of the hospital's business office, and assists the Administrator with budget preparation and control, grant funding and reimbursement. General supervision is exercised over a professional accounting staff. The employee reports directly to, and works under general supervision of, the Hospital Finance Administrator. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Finance, or Business Administration, plus EITHER:

- (A) Four (4) years paid full-time or its part-time equivalent experience in fiscal affairs**, one (1) year of which must have been in a hospital or long-term care facility, and two (2) years in either capacity must have been at a supervisory level; OR,
- (B) Four (4) years paid full-time or its part-time equivalent experience with a medical payment agency or in public accounting involving continuous assignments in hospital and/or long term care auditing, analysis or reimbursements or related consulting assignments, two (2) years of which must have been at a supervisory level; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Accounting, Business Administration or Finance, plus three (3) years experience as defined in (A) or (B), two (2) years in either capacity must have been at a supervisory level; OR,
- (D) Any equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

**Fiscal affairs is defined as financial operations including, but not limited to, budget preparation and control, financial analysis, reimbursement analysis and accounting.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COMMUNITY HOSPITAL
ATTN: PERSONNEL
435 EAST HENRIETTA ROAD
ROCHESTER, NY 14620

Posting Deadline: Until filled

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.